



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Announcement- PCN –March 3. 2015

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date
1.	14.10	Formal File Review Process for Substantiated Abuse or Neglect Investigations	14	3/03/15
Procedure Change Notice:		♦ Section B-1-a: Added words “and closed” to sentence.		

- ♦ **Procedure Change Notice (PCN):** PCN's are issued when there are minor revisions to procedures within a policy. PCNs include minor editing/corrections, updates to revise DCS offices, staff titles and the addition of forms or other documents that do not rise to the level of a practice change or include major content revisions.
- ♦ **Minor Policy Review:** Policy revisions that may not have a significant impact on current practice or processes. A policy overview/discussion is recommended during regularly scheduled meetings or at the discretion of Supervisors or Managers.

Note: Please see the [Policies and Forms Guide](#) for more information regarding policy information.